CLASS RETURNS CHECKLIST

Instructors: Complete and initial each item
Include this completed checklist when returning class materials

		Instructor's Initials
	C O U R S E M A T E R I A L S	
1	Copy of the <u>REQUEST FOR COURSE SCHEDULING</u> form	
2	Completed <u>SPREADSHEET ROSTER</u> ▪ List all students* and their course completion results *Do not provide SSN's to SFT. SFT requires that SFT ID's be used instead. ▪ Document any student that did **not** successfully complete the course	
3	Documented <u>CLASS CHANGES</u> and/or all <u>INSTRUCTORS</u> who participated in this class	
4	Completed online <u>COURSE EVALUATIONS</u>	*Optional*

Please explain any irregularities or deviations (i.e. date change, instructor change, location change, etc.):

Classes must be returned **within fifteen (15) days** after course completion. Upload all required materials via your Acadis portal account at: https://osfm-sft.acadisonline.com

I, hereby certify that I am the Primary Instructor of record for this course. I hereby certify that this course was conducted in compliance with California Code of Regulations, Title 19 Public Safety Code, Division 1 State Fire Marshal, Chapter 13 California Fire Service Training and Education Program. This course was delivered in accordance with the CIRM/Course plans and conducted in an ethical manner. I understand that misstatements, omissions of material facts, or falsification of information may be cause for course and/or instructor revocation.

Instructor Name

Date